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	Title Project Officer Production Process		Page 1 of 4
	Process Owner Audiovisual Project Officer		Approval Authority Director, Visual Information

1. Purpose & Scope

This process defines the method for creating an audiovisual production within the Visual Information Directorate (VID), Naval School of Health Sciences (NSHS).

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) SECNAVINST 5290.1 series, e) SECNAVINST 5212.5 series, f) SECNAVINST 3104.1, g) OPNAVINST 5290.1 series, h) OPNAVINST 3104.1, i) BUMEDINST 5290.2.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **DD1995**: Evaluation and Production Request Form.
- 3.2 **VI**: Visual Information.
- 3.3 **AV**: Audiovisual.
- 3.4 **SME**: Subject Matter Expert.
- 3.5 **Treatment**: Story outline of project.
- 3.6 **Script**: Production story that includes Visuals and narration, that typically goes through three development stages, First draft, Second draft and Master.
- 3.7 **PIN**: Production Identification Number.
- 3.8 **PAN**: Production Assignment Number.
- 3.9 **NSHS PO**: Naval School of Health Sciences Project Officer.
- 3.10 **NMC PO**: Naval Media Center Project Officer.
- 3.11 **MMP**: Medical Media Production Department.

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Audiovisual Project Officer	OVB (Process Owner)	Mr. H. Champagne	Director, Visual Information	OV (Approval Authority)	Mr. W. Dumbeck
Audiovisual Project Officer	OVC	Vacant	Visual Information Manager	OVA	Mr. E. Hughes

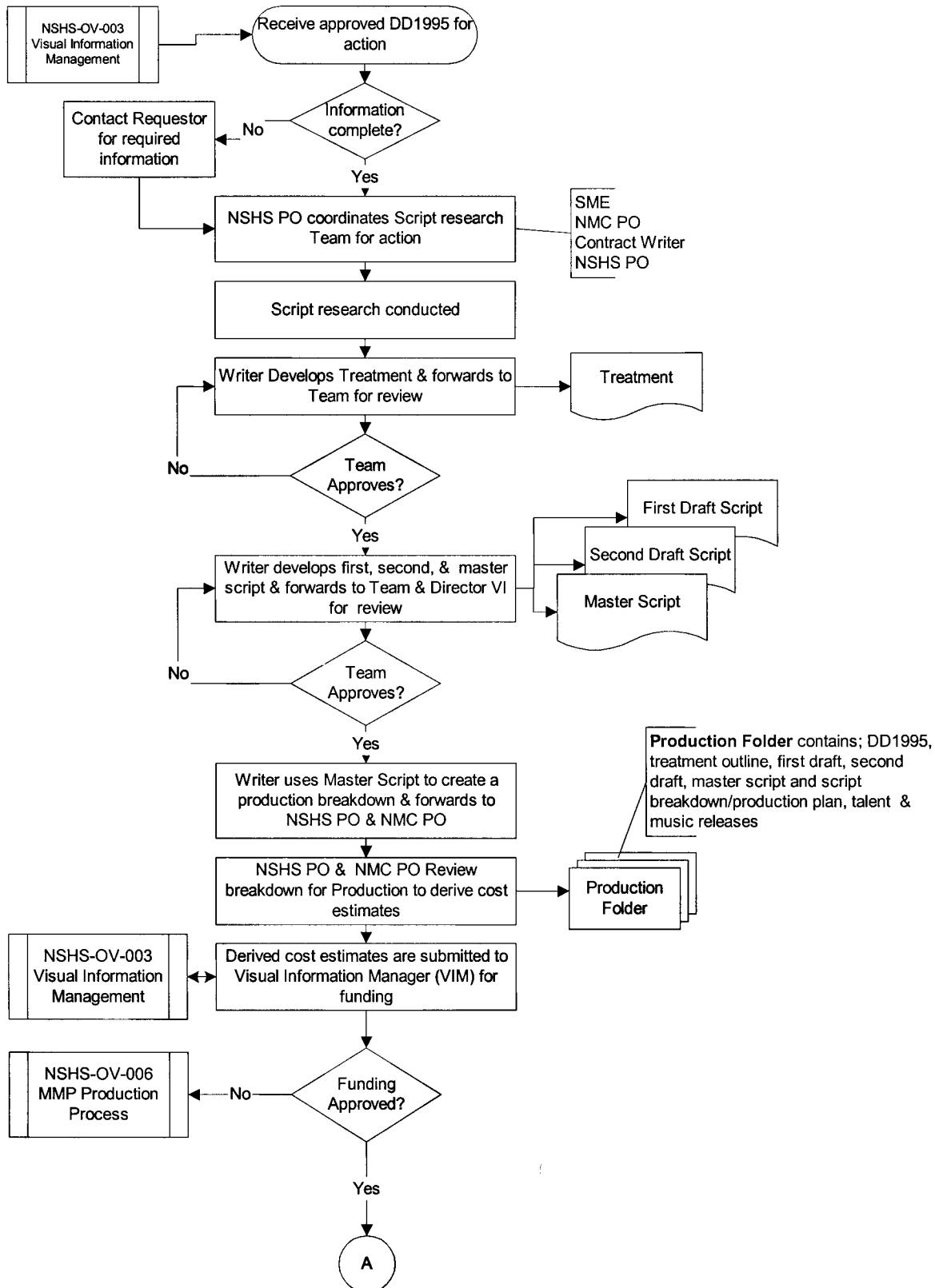
5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	06 APR 01

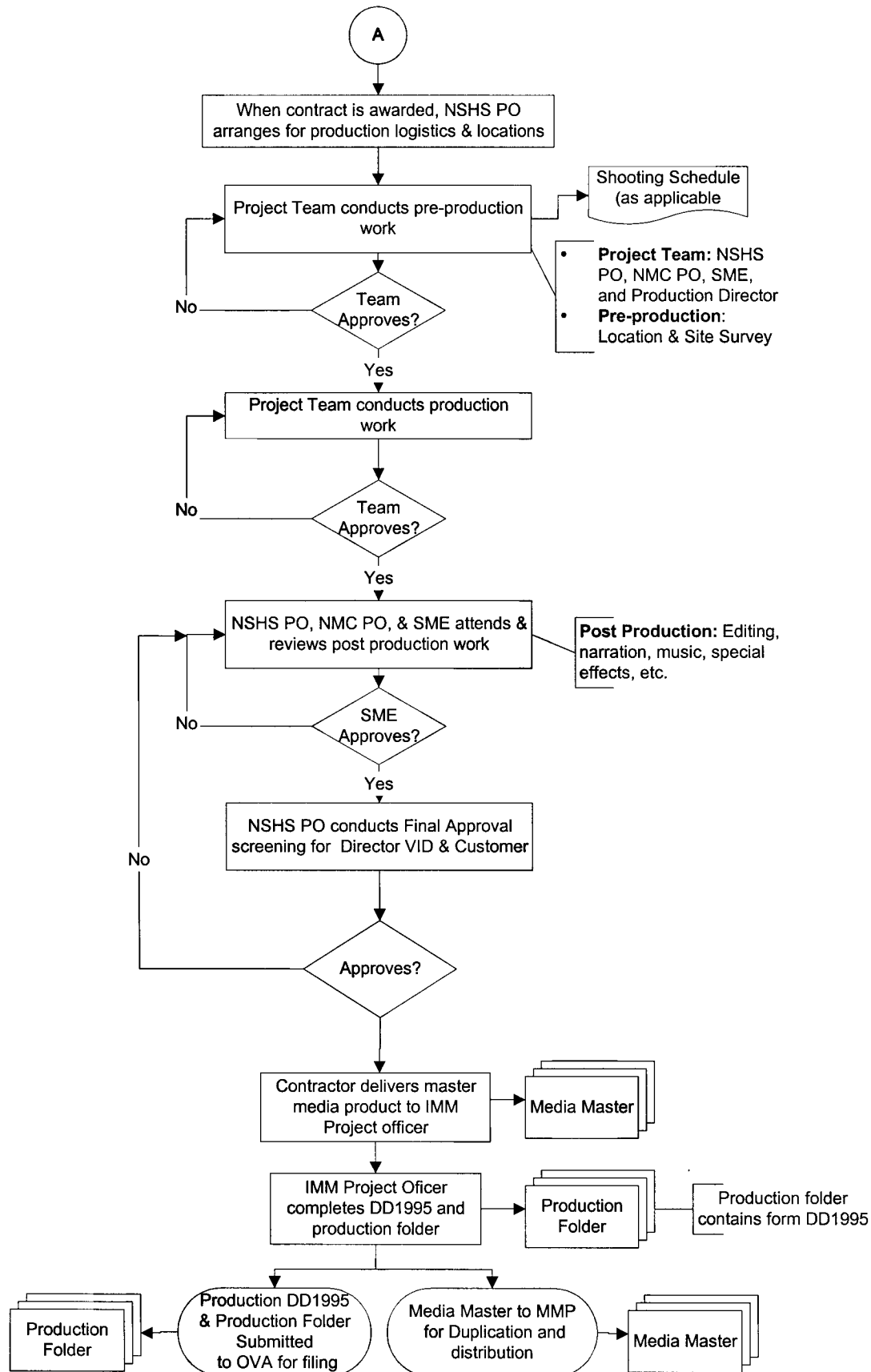
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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Media Master	Audiovisual Production (AVP) Library	File cabinet	By unique number	Until obsolete	Archive
Production Folder	VI Manager	File cabinet	By Title	Until obsolete	Destroy

8. Addendum

N/A